

DEFENSE INFORMATION SYSTEMS AGENCY
GIG ENTERPRISE SERVICES (GES)
ENGINEERING DIRECTORATE
SYSTEMS ENGINEERING, ARCHITECTURE & INTEGRATION
CENTER
INTEROPERABILITY STANDARDS DIVISION



CHARTER

FOR THE
SYMBOLOLOGY STANDARDS MANAGEMENT
COMMITTEE
(SSMC)

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Table of Contents

ABBREVIATIONS AND ACRONYMS	3
1. References.....	4
2. Introduction.....	4
3. Purpose.....	4
4. Mission.....	4
5. Scope.....	5
6. Functions and Responsibilities	5
7. Organization.....	7
a. Co-chair.....	7
b. Voting SSMC Members.....	7
c. Associate Member.....	8
d. Interested Parties.....	8
e. Secretariat.....	8
8. Standing Business Rules and Administration.....	8
a. Meetings.....	8
b. Issues.....	8
c. Voting.....	8

ABBREVIATIONS AND ACRONYMS

C/S/A	Combatant Commands, Services, and Agencies
C4I	Command, Control, Communications, Computer, and Intelligence
CCB	Configuration Control Board
CM	Configuration Management
COI	Communities of Interest
CP	Change Proposals
DISA	Defense Information Systems Agency
DOD	Department of Defense
DSP	Defense Standardization Program
GE332	DISA, Systems Engineering, Architecture & Integration Center, Standards Management Branch
ISOP	Information Technology Standards Oversight Panel
ITS	Information Technology Standards
LSA	Lead Standardization Activities
MCEB	Military Communications Electronics Board
MIL-STD-2525	Military Standard 2525, Common Warfighting Symbology
RTD	Record of Technical Discussion
SCOIWG	Symbology Communities of Interest (COI) Working Group
SSMC	Symbology Standard Management Committee
WGs	Working Groups
WMAC	Warfighters Mission Area Chair

SYMBOLGY STANDARDS MANAGEMENT COMMITTEE/CONFIGURATION CONTROL BOARD (SSMC/CCB)

CHARTER

1. References

- a. DOD Directive 5000.1, Chapter 7.2.4.2 DOD Information Technology Standards, 12 May 03
- b. Information Technology Standards Committee Standard Operating Procedures (Draft) 4 Feb 05
- c. DOD 4120.3-M, Defense Standardization Program (DSP) Policies and Procedures, Jul 93
- d. DOD Directive 5101.7, DOD Executive Agent for Information Technology Standards, 21 May 04

2. Introduction

Today's net-centric operational concepts within the Department of Defense (DOD) are dependent on the development and use of the common information technology and national security systems standards that enable interoperability and improve information assurance for military warfare systems. The Symbolgy Standards Management Committee (SSMC) provides the management forum, for the symbolgy information technology standards process as prescribed by the 1993 tasking from the Military Communications Electronics Board (MCEB) to develop and maintain common warfighting symbolgy for use by DOD, its allies, and friendly nations. The continued development, selection, and promulgation of a minimum set of standard symbols across battlefield dimensions are critical to the warfighter.

3. Purpose

The purpose of the SSMC is to provide a management forum to coordinate symbolgy requirements across DOD, which includes the responsibility to evaluate, approve, consolidate, and proliferate a complete joint symbolgy set to meet the DOD warfighter's requirements. In addition, the SSMC provide guidelines and procedures for establishing new and maintaining existing symbol sets to ensure interoperability across the Command, Control, Communications, Computer, and Intelligence (C4I) environment.

4. Mission

The mission of the SSMC is to facilitate the development and application of joint symbology among DOD Combatant Commands, Services and Agencies by establishing processes and procedures to create symbology with the characteristics to display a fused, near real-time, interactive picture of the battlespace, which shall lead to a more accurate assessment of friendly and enemy operations within an area of responsibility. The SSMC maintains Military Standard 2525, Common Warfighting Symbology (MIL-STD-2525) to consolidate the diverse traditional warfighting symbology into a single symbol set with an associated coding scheme and information hierarchy structure to address the basic symbol needs of the warrior. The SSMC is responsible for ensuring that MIL-STD-2525 is in an automated format that is accessible by current technology and is immediately available to the warfighter. The SSMC mission is to build upon the activities, special expertise, and procedures established under the DOD Information Technology Standards Oversight Panel (DOD ISOP) and Defense Standardization Program (DSP) and to support the management structure and mechanisms necessary to accomplish the necessary coordination, integration, validation, testing, implementation, and configuration management of information technology standards related to the use and display of symbology.

5. Scope

As DOD Executive Agent for Information Technology Standards (reference d), the Defense Information Systems Agency (DISA) provides the management forum for the Warfighters Mission Areas Information Technology Standards (ITS) process and its scope encompasses Symbology ITS and systems that acquire, use, and display C4I related symbology for national security purposes. The SSMC is chartered to coordinate and manage the Symbology ITS program and focuses on the development and exploitation of symbology in support of C4I systems, processes, practices, interfaces, interoperability, interchange processing and transfer of symbology data. The scope of symbology in the ITS community spans the responsibilities of several DSP standardization areas (reference c). The SSMC participates in and coordinates the Symbology ITS related activities within these DSP areas (references b and c), integrates them with activities outside the DSP, and provides a single focal point for standardization of symbols, symbol formats, procedures, and practices that affect symbology used in support of C4I systems and products. The SSMC has oversight responsibilities over the Symbology Communities of Interest (COI) Working Group (SCOIWG). Having oversight responsibilities, the SSMC ensures that the SCOIWG focuses on developing, prescribing and maintaining symbology requirements for their COI. The SSMC monitors the working group as they work to develop their individual and joint symbology requirements.

6. Functions and Responsibilities

The SSMC will function as the primary body under the Warfighters Mission Area Chair (WMAC), for the management and oversight of all joint symbology requirements. The symbology standards management concept is designed to use the standards, activities, processes, and procedures established in the above references. As provided in references a and b, the committee functions under the management structure and mechanisms of the ITS

Management Plan (ITSMP) and conducts the bulk of the symbology ITS activities related to the adoption, specification, certification, and enforcement of symbology standards in support of the DOD C4I community. The SSMC coordinate among the Lead Standardization Activities (LSA) to provide a single focal point for symbology standardization activities. This coordination is essential for establishing symbology standards, eliminating redundancy, and ensuring that standards documents contain valid requirements, current technology, modern industrial practices, and proven conformance testing methods. The SSMC also functions as a primary means by which DISA assesses requirements, assigns priorities to tasks and monitors the success of the symbology ITS program. The SSMC, in its Configuration Management (CM) role, coordinates with appropriate LSA to maintain existing standards. As provided for in references a and b, the SSMC shall:

- a. Coordinate and integrate all functional symbology activities including providing support to DSP LSA in developing, adopting, specifying, certifying, and enforcing symbology ITS as part of the DOD ITS program.
- b. Develop symbology standards selection criteria by combining operational requirements, human factors engineering, and technical considerations and serve as the primary coordination point for symbology ITS activities conducted within the DSP standardization areas.
- c. Pursue the satisfaction of symbology ITS requirements either with the SSMC or, when tasked by the WMAC, by sponsoring DOD representatives to external ITS forums.
- d. Ensure that symbology ITS developed under the SSMC direction complies with the guidance contained in reference b.
- e. Establish working groups (WGs) as needed to address specific symbology standards issues and projects that require special technical expertise. The WG works at the direction of the SSMC to assist in developing symbology ITS and to provide technical positions and recommendations as required and/or directed. The composition of the WG and its Chair are at the discretion of the SSMC.
- f. Establish a Configuration Control Board (CCB) for the CM of selected DOD joint symbology standards.
- g. Assist DOD organizations in standardizing symbology to meet their C4I needs and functional requirements.
- h. Ensure compatibility and interoperability between the display and use of symbology within Combatant Commands, Services, and Agencies (C/S/A) C4I systems.
- i. Receive and review proposals for symbology standards from voting members of the SSMC.
- j. Assess the completeness of symbology standards products developed under its direction.

k. Develop and approve detailed procedures by which the CCB will function and conduct business.

l. Develop and publish CM plans for Symbology ITS.

m. Forward to the WMAC for resolution symbology issues on which the SSMC members cannot reach consensus or which one or more members declare as being substantive (see paragraph. 8c below).

7. Organization

a. Co-chair

The Joint Staff J6 and DISA, Systems Engineering, Architecture & Integration Center, Standards Management Branch (GE332) shall assume the roles and responsibilities of the SSMC Co-chairs. The SSMC Co-chair will as a minimum:

- Provide guidance, through the Joint Staff J6, on the validation of symbology requirements for C4I systems and compliance certification.
- Ensure that the SSMC addresses the symbology requirements identified by the joint community.
- Serve as the LSA for the selected symbology standard(s).
- Schedule and conduct meetings.
- Develop and coordinate the agenda prior to meetings.
- Sign all correspondence for the SSMC and CCB.

b. Voting SSMC Members

Members from each C/S/A having C4I interests and significant involvement in the development, maintenance, and use of symbology ITS. Voting members will:

- Represent their C/S/A's position in symbology matters.
- Be designated in writing by their C/S/A to DISA Interoperability Standards Division.
- Provide technical and operational expertise to the SSMC for review and approve all proposals and standardizations documents and processes.
- Chair individual working groups for functional areas under the symbology ITS.
- Make final decisions regarding the disposition of any change proposal to the selected standard.
- Review and approve content of the symbology web site.
- Review and update all symbology management documents annually.
- Review and update select standards bi-yearly.
- Revise the Associate membership of the SSMC by a majority vote and concurrence of the Co-chair.

c. Associate Members

Associate Members are organizations which, because of their C4I involvement and or their expertise and involvement in symbology matters, require the SSMC to maintain close contact with and receive inputs from them on matters before the committee. Involvement of the associate members is crucial to the success of the SSMC in accomplishing its mission. Associate Members may provide inputs to the SSMC Voting Member they support but are not authorized to vote in any matter addressed during SSMC meetings. The C/S/A should identify their Associate Members to the SSMC Chair in writing.

d. Interested Parties

Interested parties include any representative within a community of interest and shall not be designated as a voting or associate member by their organization.

e. Secretariat

DISA Standards Management Branch provides the secretariat to perform administrative tasks as directed by the SSMC Chair and to support the mission of the SSMC and information exchange among its members.

8. *Standing Business Rules and Administration*

a. Meetings

The SSMC meets quarterly or as needed. The Co-chair will prepare and distribute the agenda for each meeting, listing the issues, CM items, and other business related to the mission and responsibilities of the SSMC. The Co-chair shall provide members the opportunity to provide input to the agenda. Any voting member can request that the vote on an issue or agenda item be postponed if the member has not had a reasonable opportunity to formulate or resolve their organization's vote. The record of technical discussion (RTD) will be prepared by the secretariat, reviewed by the voting members, signed by the presiding Co-chair, and made available on the symbology web site. DISA Standards Management Branch will post the proposed list of CPs and any related technical evaluations to the symbology web site three weeks prior to the next SSMC meeting.

b. Issues

Issues may be raised by any member to the SSMC Co-chair and, if requested, added to the agenda for the next meeting. If an important issue arises between meetings, the Co-chair will solicit members' recommendations to determine if a special meeting is required.

c. Voting

Approval of and decisions on items of business will be by consensus, which is reached when a majority of the members voting (associate members do not vote) at the meeting (and those who provide a vote to the Co-chair prior to the meeting) agree. Unresolved issues, i.e., where there is a tie vote, can be resolved by the Co-chair voting on the issue. If one or more of the

voting members declare an issue substantive, the SSMC Co-chair will forward the issue to the WMAC. The member(s) declaring the issue substantive have ten working days to present an issue paper to the Co-chair describing the minority position. The Co-chair shall forward the position paper along with a description of the issue background and a recommendation on how to resolve the issue, to the WMAC. When a voting member cannot attend a meeting, they must provide a designated replacement to the Co-chair prior to the meeting.

Approved

SIGNED/
MICHAEL T. O'CONNOR
Chief, Interoperability Standards Division, GE33

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SSMC Members